



Rental Date: _____ Time Frame: _____

**CITY OF HAMPTON RENTAL CONTRACT FOR
THE HAMPTON TRAIN DEPOT COMMUNITY ROOM**

PRINT THE FOLLOWING INFORMATION:

NAME of individual or group: _____

ADDRESS: _____

PHONE NUMBER: (Home): _____

(Work): _____

(Cell): _____

This agreement grants the Renter the right to use and occupy the Community Room premises, including adjacent parking facilities, located in the City of Hampton, at 20 East Main Street S., Hampton, GA 30228.

ROOM REQUEST:

- ☐ Depot Community room / Court Room (includes Kitchen) --- rental fee is \$ 250.00
☐ City of Hampton resident --- rental fee is \$ 200.00

PURPOSE: _____
(ie. Banquet, Party – birthday, shower, etc)

Number of Attendees (85 person max) _____

TIME OF ACTUAL EVENT: _____ (This is the start and end time of your event)

The Depot shall close at 11:00 pm on weeknights and Sunday; 12:00 midnight on Friday and Saturday.

***** Make checks payable to: City of Hampton *****

- ☐ Security Deposit \$ 250.00 Check # _____ All individuals/groups must pay this fee.
*Refundable only if premises are left in suitable order. *** Must be a separate check from the rental fee ****

- ☐ Rental Fee \$ _____ Check # _____

I have read, understood, and received a copy of the rental rules and regulations
of the City of Hampton Community Room/Depot.

Renter: _____

Date: _____

City Representative: _____

Date: _____

Hampton Depot Community Room Rental Rules and Regulations

1. For community benefits and family events.
2. Lessee shall assume full responsibility for the character, acts, and conduct of all persons admitted to the premises during the term of the rental contract.
3. With approval, signs may be used outside the community center advertising an event or activity.
4. Fire ordinance allows up to 85 people in the community/court room.
5. Smoking and alcoholic beverages are NOT allowed.
6. Cooking is prohibited in the community building.
7. The rented room must be vacuumed and/or swept; all tabletops and chairs wiped clean, trash bagged and placed in receptacles at the rear of the community center.
8. A fee may be deducted from your deposit to cover the cost of cleanup/damage to the equipment/facility with additional payment required for additional expenses incurred.
9. The Renter is responsible for all actions of the caterer.
10. The City cannot assume responsibility for items left after the rental time.
11. Candles may be used but MUST be enclosed with a metal or glass holder.
12. No permanent features of the center may be changed. No decorations or advertising signs shall be supported by nails, tacks, or screws on walls or woodwork.
13. Applications for use of community room(s) may be made up for 3 months in advance of the event.
14. Application is complete, and date reserved, when all fees are received.
15. The Renter shall be liable for all damage to the building and equipment, agrees to indemnify, and hold the City of Hampton harmless from any claims and/or suits arising out of injury or death to any person or damage to property resulting from use of said building.
16. In the event of a cancellation, a notice of seven (7) days is required prior to your scheduled date of rental in order to receive a full refund.

The Hampton Police Dept. will unlock and secure the facility.

There are 8-60" round tables and 4-72" long tables located in the rear of the depot. When rental is completed, all tables are to be returned to that area and all **chairs need to be folded and stacked against the walls.**

PLEASE DO NOT DRAG CHAIRS OR TABLES ACROSS THE FLOORING!